

**SECRET**

OF 70-1580

Approved For Release 2000/09/08 : CIA-RDP80-01341A000200020016-0

CTS 70-525

02 November 1970

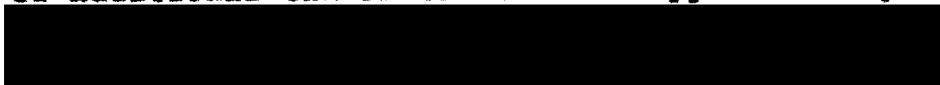
MEMORANDUM FOR: Chief, Compensation and Tax Division

INFORMATION : Director of Finance

SUBJECT : Requirement for Additional Personnel

REFERENCE : C/CCS Memorandum dtd 13 April 1970  
Same Subject

1. Reference indicated the need for an additional person to be assigned to this Staff. This requirement, valid at that time, has now taken on a sense of urgency and the importance of having this assignment made as soon as possible must be underscored by again bringing to your attention the following facts:

- A) The Tax Reform Act of 1969 created numerous changes in the tax law that will take effect in 1971. This means that in early 1971, a complete revision of the tax computations for each individual will be necessary. An average of two and one-half (2½) hours is necessary to make each re-assessment, including the attendant paper work. With approximately 500 assessed cases, it will take 156 man days to complete the job.
- B) Editing of the machine run and the inputting of additional tax information on approximately  

- C) Preparation of a procedural manual, as requested by the Audit Staff and agreed to by the Covert Tax Board, using procedures already written, updating some of those already written, and writing procedures on a few aspects of the work not already covered will take approximately 25 man days to complete.

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The above three items will take almost one complete man year of time to satisfy, taking into consideration the fact that a person would take his normal leave accrual.

2. A recent turnover of personnel in the Corporate Branch of Central Cover Staff (four new officers) requires more time being spent by a member of this Staff to provide assistance on matters of general financial administration and advice on the preparation of letters of cover instruction.

3. The current complement of the Staff and the current workload make it impossible to take on these additional requirements, yet they must be met and where applicable completed during the early part of next year.

4. In addition to the aforementioned items, we are being told daily of the additional emphasis being placed on non-official cover which will result in more persons being placed under the administration of the Staff. Furthermore, additional meetings are being held, almost daily, to discuss proposals that are being presented for new non-official cover placements. These meetings must be attended in order to provide guidance and assistance on tax requirements and to assure that these are met in the most secure and efficient manner.

5. Additional requirements are also being levied by the Chief, Central Cover Staff. These requirements, while not always items pertaining to the tax field, do involve general financial support to Central Cover Staff.

6. The amount of time needed to satisfy our basic function of administering the covert tax program has been increasing steadily. This program, by itself, has gotten to the point where additional help is required if we are going to continue to satisfactorily handle the workload. Assistance is needed in the form of an employee at the GS-7 to 9 level--a person who has had some schooling in individual income taxes, general accounting, and experience in the Agency's payroll system. Ideally, I can see this position as a training ground for a junior Finance officer going overseas in two to three years.

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Chief  
Covert Tax Staff

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# ROUTING AND RECORD SHEET

45

SUBJECT: (Optional)			
FROM: COVERT TAX STAFF c/o Central Cover Staff G-H-44 Hdqrs.		EXTENSION	NO.
			DATE 02 NOV 1970
TO: (Officer designation, room number, and building)	DATE	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED      FORWARDED		
1. Director of Finance 1212 Key Bldg.	11/3	RSB	2 to 4 do you endorse? George's position? Can you provide the necessary position and officer?
2. Mr Gale	11/3	leg	
3. <del>EF/SS</del>			
4. Chief C+T 701 Key Bldg.	11/6/70	Enc	No - must have SLO T
5. Exec Officer		Phat	from elsewhere. officer & names
6. <del>EF/SS</del>			4-5 Rec me
7. <del>Phat</del>	RET 12/17/70		discussion will await
8. <del>Phat</del>			word from you.
9.			Share information
10.			
11.			
12.			
13.			
14.			
15.			

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